



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
**NO. 137, S.2023**

**CALL FOR APPLICATIONS FOR VACANT TEACHING RELATED, NON-TEACHING  
AND SCHOOL ADMINISTRATION POSITIONS IN SDO BATAAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary, Junior and Senior High School Heads  
All Others Concerned

1. This Office announces the **submission of pertinent papers** relative to the conduct of the **RANKING OF QUALIFIED APPLICANTS FOR TEACHING, TEACHING RELATED, NON-TEACHING AND SCHOOL ADMINISTRATION POSITIONS IN SDO BATAAN**, until May 5, 2023 at the Schools Division Office. The schedule and venue of the paper evaluation, behavioral event interviews, and examinations shall be announced later.

Position	Position Title (Parenthetical Title, if applicable)	Salary/Job/ Pay Grade	Place of Assignment
School Administration	Head Teacher III	16	Lamiao National High School
Non-Teaching	Administrative Aide IV	4	
School Administration	Head Teacher III	16	
Non-Teaching	Registrar I (SHS)	11	Hermosa National High School
Non-Teaching	Administrative Assistant III - Bookkeeper	9	SDO BATAAN
	Administrative Assistant II - Disbursing Officer	8	
	Administrative Assistant I	7	
	Administrative Aide VI	6	
	Administrative Aide III (Utility Worker II)	3	
Related Teaching	Guidance Counselor III	13	
	Guidance Counselor II	12	
	Guidance Counselor I	11	

2. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:



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POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>NON-TEACHING POSITION</b>				
<b>ADMINISTRATIVE ASSISTANT III</b>	Completion of two (2) years in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE ASSISTANT II</b>	Completion of two (2) years in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE ASSISTANT I</b>	Completion of two (2) years in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE AIDE VI</b>	Completion of two (2) years in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE AIDE IV</b>	Completion of two (2) years in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
<b>ADMINISTRATIVE AIDE III</b>	Must be able to read and write	None required	None required	None required
<b>REGISTRAR I (SHS)</b>	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
<b>RELATED TEACHING POSITION</b>				
<b>GUIDANCE COUNSELOR</b>	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 Guidance Counselor
<b>SCHOOL ADMINISTRATION POSITION</b>				
<b>HEAD TEACHER III (SECONDARY)</b>	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET

3. The assessment for the following positions shall be based on the following:



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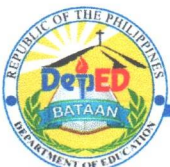


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- a. **School Administration** - Enclosure No. 3 to DepEd Order No. 007, s. 2023, *CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS.*
  - b. **Related Teaching** - Enclosure No. 4 to DepEd Order No. 007, s. 2023, *CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED TEACHING POSITIONS.*
  - c. **Non-Teaching** - Enclosure No. 5 to DepEd Order No. 007, s. 2023, *CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS.*
4. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
  5. Applicants shall upload **scanned copies** of the following documents at [bit.ly/SDOBTN-APPLICATIONS-2023](https://bit.ly/SDOBTN-APPLICATIONS-2023) and submit photocopies of the same at SDO Bataan:
    - 5.1 Letter of Intent addressed to the Schools Division Superintendent;
    - 5.2 Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
    - 5.3 Valid and updated PRC License/ID, if applicable;
    - 5.4 Certificate of Eligibility/ Rating, if applicable;
    - 5.5 Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
    - 5.6 Certificate/s of Training, if applicable;
    - 5.7 Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
    - 5.8 Latest Appointment, if applicable; and
    - 5.9 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authority and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Enclosure) notarized by authorized official.
- Other documents as may be required by the HRMPSB for comparative assessment:
- 5.10 Performance Rating obtained from the relevant work experience, if performance rating is relevant to the position to be filled; and
  - 5.11 Means of Verification (MOVs) for Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.
6. Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking. However, submission of required documents shall not automatically qualify the applicant for ranking. The Initial Evaluation Report (IER), which shall be released on or before May 12, 2023, shall



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CSC Resolution No. 2001109



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contain the qualified applicants. Applicants are directed to note the application number generated from the link above as only these codes and not the names of applicants shall appear in the IER.

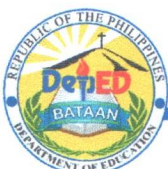
7. Qualified applicants shall be notified **two (2) days prior to the conduct of ranking** via email or through SMS or call.
8. Also, qualified applicants must present the original copy of the documents/attachments to the HRMPSB during the paper evaluation and ranking. Inability to present any of these documents may lead to disqualification.
9. Immediate and wide dissemination of this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

A05

Reference:

DepEd Order (DO) No.007, s. 2023, *Guidelines on Recruitment, Selection and Appointment in the Department of Education.*



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**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

**OMNIBUS SWORN STATEMENT****CERTIFICATION ON AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Attested:

\_\_\_\_\_  
Human Resource Management Officer

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.